

NOTICE

There is a job vacancy with the **BAY COUNTY HEALTH DEPARTMENT.**

JOB TITLE: **DIRECTOR OF DEPARTMENT OF COMMUNITY HEALTH**

RATE OF PAY: **\$62,254.40 per year entry, progressing to
\$73,236.80 per year after 4 years (MN14)**

General Summary:

As the director of the Department of Community Health, is responsible for the administration, planning, implementation and evaluation of public and community health programs designed to prevent disease and disability and promote health. Supervises the daily operational activity of the Health Department and provides general supervision to the Director of the Bay County Division on Aging and the Bay County Medical Examiner. Supervision is general, received from the Bay County Executive. This is an at-will position.

Typical Duties:

1. Directs and manages the planning, organizing, staffing, evaluation, budget preparation/maintenance and financial functions required in the daily operations of the department.
2. Reviews activities related to personnel administration and information technology.
3. Engages in a supervisory and coordinating role with all program and division directors within the department.
4. Provides oversight in strategic planning, budgeting and monitoring financial outcomes.
5. Establishes priorities, monitors and evaluates the effectiveness and efficiency of public health programs, and develops and implements plans to improve services.
6. Responsible for the review, development, and implementation of policies, procedures, processes, and guidelines in compliance with legislation, regulations, and policies. Develops and administers departmental policies and internal controls, which conform to state and local laws and statutes, and the goals and objectives of the County.
7. Responsible for enforcement of public health laws, statutes, codes and regulations within Bay County.
8. Provides oversight in the investigation related to causes of specific diseases, morbidity and mortality, and environmental health hazards, nuisances, and sources of illness.
9. Seeks legal remedies to abate public health hazards or to prevent the spread of communicable diseases.
10. Works closely with the Medical Director to establish priorities and manage the ongoing work of the department.
11. Interacts and serves as a liaison on a regular basis with the County, state and federal agencies concerning public and community health-related issues, disease reports, program changes, policy development, new laws, financial reports, and related items.
12. Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups.
13. Serves as HIPAA Privacy Officer for Bay County.
14. Prepares and reviews departmental reports, surveillance systems, and grant proposals.
15. Supports and participates in community efforts addressing public health concerns.
16. Prepares and justifies annual departmental budget to County Executive and Finance Department.
17. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required. Responds to public health emergencies, emergency exercises, and emergency response training activities.
18. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties by personnel so classified.

Qualifications:

Qualified applicants will possess a master’s degree in public health or a master of science in public health degree and 3 years of full-time public health administrative experience, *or* have a related graduate degree and 5 years of full-time public health administrative experience, *or* have a bachelor’s degree and 8 years of full-time public health experience, 5 years of which shall have been in the administration of a broad range of public health programs. Must be computer literate. Applicants may be required to take written and/or other examinations.

Physical: This position involves sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 20 pounds of force up to one third of the time. Must have a valid operator’s permit.

Knowledge, Skills, Abilities, Competencies (minimum requirements):

Proficiency in English, grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc. Knowledge of generally accepted accounting and bookkeeping principles. Extensive knowledge of public health theory and practices. Extensive knowledge of laws, codes, and regulations pertaining to public health. General knowledge and ability to use a personal computer to prepare reports,

maintain records, search for and compile data. Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers and representatives of other agencies. Knowledge of basic supervisory and employee management principles. Skilled in assigning, prioritizing, monitoring and reviewing work assignments. Skilled in mentoring and training employees with varying educational backgrounds and aptitudes. Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County. Skilled in researching and resolving problems in order to ensure compliance. Ability to consistently demonstrate sound ethics and judgment. Ability to think analytically and apply sound judgment, solve problems, make effective decisions and act with integrity. Ability to facilitate meetings effectively and efficiently. Ability to accurately organize and maintain paper documents and electronic files.

Ability to maintain the confidentiality of information and professional boundaries. Ability to use County resources effectively and efficiently.

Make application online at www.baycounty-mi.gov or via US mail or in person at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, Michigan 48708-5121 no later than **Tuesday, April 30, 2013.**

AN EQUAL OPPORTUNITY EMPLOYER

“BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES.”